CAREER PLANNER COURSE

RECRUITERS SCHOOL

MCRD, SAN DIEGO, CA

Time Management

Time Management

- General Overview
- Principals of Time Management
- Techniques of Time Management
- Yearly, Monthly, and Daily Planning
- How to Analyze Time

Time Management

- **General Overview**
  - Absolutely critical to the success of a Career Planner
  - Greatest challenge to a Career Planner.
  - Poor time management leads to poor quality of life.
  - Effective time management allows for ample leisure time.

Time Management

- **Principals of Time Management**
  - Success is measured by results obtained from daily, monthly, and yearly activities.
  - Many people wrongly equate effort with the amount of time spent at work.
  - It is not the amount of time spent at work - it is the quality of the time spent that is important.

Time Management

- **Principals of Time Management**
  - Guide to effective time management:
    - Focus on the needs of your Marines and interviewing.
    - Everything else is a lower priority.

Time Management

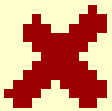
- **Principals of Time Management**
  - Guide to effective time management:
    - Use a day planner.
      - Designed as a tool for tracking schedules.
      - Use in conjunction with the command's training schedule.
      - Day planners are merely tools – they cannot prioritize tasks, coordinate activities, or make decisions.

Time Management

- **Principals of Time Management**
  - Guide to effective time management:
    - Group and coordinate activities.
    - Complimentary activities should be done together to minimize the loss of productive time.
    - Example: If a platoon is in the field and you are going to drive out and conduct a reenlistment, bring your records. You can conduct interviews while you are there.

Time Management

- **Principals of Time Management**
  - Guide to effective time management:
    - Take every opportunity to talk with Marines.
    - Idle conversation and waiting wastes valuable time.
    - A Career Planner must be productive at all times.
    - While waiting for an appointment, make calls to establish other appointments.
    - While conducting administrative duties in the command area, talk to the Marines (Get to know them).



Time Management

- **Techniques of Time Management**
  - The smart Career Planner strives to spend 60% of their day in productive activities.
  - This equates to about 5 to 8 hours a day.

Time Management

- **Techniques of Time Management**
  - Don’t procrastinate.
    - Guard against this tendency when dealing with Marines.
    - The following actions may help deal with the urge to procrastinate:

Time Management

- **Techniques of Time Management**
  - Fighting the urge to Procrastinate:
    - Identify disliked tasks:
      - ❖ Write down the ones that are normally avoided or put off.
      - ❖ This creates awareness and aids in the prevention of procrastination.

Time Management

- **Techniques of Time Management**
  - Fighting the urge to Procrastinate:
    - Do not delay the accomplishment of smaller tasks because there isn't sufficient time to complete the whole project.
      - ❖ Accept that Career Planning is a complex process.
      - ❖ Break down the process and finish one step at a time.

Time Management

- **Techniques of Time Management**
  - Fighting the urge to Procrastinate:
    - Sometimes a disliked task only feels that way until you get started.
      - ❖ Going through the motions tend to gain interest and momentum.
      - ❖ Make a commitment to try the activity for 5 minutes.

Time Management

- **Techniques of Time Management**
  - Fighting the urge to Procrastinate:
    - Ease or break into a task gradually.

Time Management

- **Techniques of Time Management**
  - Fighting the urge to Procrastinate:
    - Consider a reward after completing a PRODUCTIVE activity.
      - ❖ Establish objectives.
      - ❖ A reward for accomplishment of a productive activity reinforces positive behavior and makes it easy to do the succeeding tasks.

Time Management

- **Techniques of Time Management**
  - Schedule and plan.
    - Detailed scheduling reduces conflicts, maximizes productive time, and focuses effort
    - There are subtle differences between scheduling and planning:

Time Management

- **Techniques of Time Management**
  - Scheduling.
    - Scheduling occurs in response to tasks received from others.
      - As an example: Annual training (range details).
    - Proper scheduling ensures that unproductive tasks do not interfere with productive ones.

Time Management

- **Techniques of Time Management**
  - Planning.
    - Planning is the key to success.
    - Career Planners must be able to construct daily, monthly, and yearly plans.
    - Career Planners find this difficult because they have little practice in developing plans.

Time Management

- **Techniques of Time Management**
  - Planning.
    - Plans must be developed around the two most important tasks for a Career Planner:
      - **The needs of your Marines**.
      - **Interviewing**.

Time Management

- **Techniques of Time Management**
  - Planning:
    - Planning must be…
      - Coordinated
      - Consistent
      - Thorough
    - Use the following information as a guide when you develop a plan:

Time Management

- **Techniques of Time Management**
  - Establish priorities.
    - ❖ The focus of effort should remain on the needs of your Marines and interviewing.
    - ❖ To maximize these activities and reduce unproductive ones assign priority codes to each daily activity.

Time Management

- **Techniques of Time Management**
  - Establish priorities.
  - Establishing priority codes.
    - A = High value / productive / must do items.
    - B = Medium value / supportive / should do items.
    - C = Low value / unproductive / nice to do items.
  - Consider these priorities when constructing your daily plans.

Time Management

- **Techniques of Time Management**
  - Delegate.

    ❖ Delegating supportive and unproductive tasks will increase the time available to taking care of Marines and interviewing.

    ❖ Ask for assistance from the command! Get a Career Planning Assistant !!!

Time Management

- Planning:
  - Historically, if you fail to plan, then you plan to fail.
    - Three tools: Year in Sight, Month in Sight, and a Day in Sight.

Time Management

- Planning:
  - Year in Sight:
    - Simply a schedule of known events for the year.
    - Similar to your C.O.’s Milestones.
    - Since Career Planning is based on fiscal years, so is the Year in Sight.

Time Management

- Planning:
  - Year in Sight:
    - Develop your Year in Sight around known events for the command:
      - ❖ Training evolutions.
      - ❖ Command functions.
      - ❖ Holidays.
      - ❖ Leave periods.

Time Management

- Planning:
  - Year in Sight:
    - Additionally, your Year in Sight should be based on any known Career Planning events:
      - Conferences.
      - FIAP / SIAP schedule.
      - MMEA retention phase lines.
      - FQMC visits.
      - HRST and MSG visits.

Time Management

- Planning:
  - Month in Sight (monthly plan):
    - Based on the Year in Sight and uses the same concept.
    - More detailed than the Year in Sight.
    - Lists all known events from the Year in Sight, as well as any known monthly events.

- ❖ Interviews.
- ❖ Meetings.
- ❖ Command events.
- ❖ Phase lines.
- ❖ Ceremonies.
- ❖ Monthly reports (data).

Mon	*Tue*	*Wed*	*Thu*	*Fri*
				1 **Awards formation** **Section Head mtg**
4	**5** **A Co Rng 214A**	**6** **Cpl Blacks Reenl**	**7** **B Co Rng 214A**	**8** **LCPL James' NLT** **CPL Lee NLT** **LCpl Helm's NLT**
11 **C Co departs to Cax**	**12**	**13** **Cpl George's NLT**	**14**	**15** **Section Head mtg**
18 **SSgt Frank's Reenl** **Sgt Jone's Reenl**	**19** **SgtMaj PME**	**20** **MMEA Visit**	**21**	**22** **Regt NCOIC mtg**
25	**26**	**27** **Monthly data due to NCOIC**	**28**	**29** **Bn Hike** **Weapons cleaning**

Time Management

- Planning:
  - Day in Sight (daily plan):
    - Simply an expansion of the Month in Sight.
    - Reflects those known events from the Month in Sig
    - A detailed plan for the Career Planner’s day.
    - A common day planner provides the perfect tool to plan daily events.

Time Management

- Planning:
  - Day in Sight (daily plan):
    - There are many variables that will effect the daily plan.
    - Leaving open blocks of time allows for adjustments to the plan.
      - If adjustments are made, they can be affected in the evening prior to securing or at the start of the next day.

Time Management

- Planning:
  - Day in Sight (daily plan):
    - Fill out the daily plans an entire week at a time.
    - This should be accomplished on the last day of the week prior.
    - File used day planners in order to better analyze time.

June 4, 2001

July 2001

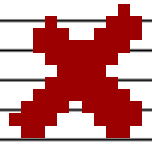
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2001

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5 am	
6 00	PT with 1st Plt A Co.
7 00	AC Gym after PT
	Enroute HQ's Co.
8 00	LCpl James Reenl.
	CO Signs Lee's Cert.
9 00	
	Cpl Lee's Reenl.
10 00	AC C Co Wprs Plt area
	TC FY 02 0351's
11 00	
	Chow / AC Chow Hall / PX area.
12 pm	
1 00	TC FY 02 0351's
2 00	Invw SSgt Holmes (MSG)
3 00	Invw Cpl Jackson (Fy 02 0311)
4 00	Prep LCpl Helm's reenl certs.
5 00	
6 00	
7 00	

Notes



Time Management

- Analyze Time:

  - It is important to determine where productive time is being wasted and how it can be used more effectively.

  - In order to correctly analyze the effective use of time, it is important to know what is meant by productive, supportive, and unproductive time.

Time Management

- Analyze Time:
  - Productive time: the time spent on tasks that directly impact the Career Planning mission.
    - ✓ Telephone calls (TC).
    - ✓ Area canvassing (AC).
    - ✓ Work site visits (WV).
    - ✓ Handling office traffic (OT).
    - ✓ Screening.
    - ✓ Interviewing.

Time Management

- Analyze Time:
  - Supportive time: Time spent on those activities that support the Career Planning mission but do not directly impact it.
    - ✓ HRST / MMEA visits.
    - ✓ Researching rosters.
    - ✓ Planning.
    - ✓ Meetings (Staff, CO, SgtMaj, etc.).
    - ✓ Admin duties in support of the mission (Retrieving SRB's).

Time Management

- Analyze Time:
  - Unproductive time: Time spent on activities that neither directly impact, nor support the mission (in terms of interviewing or the needs of your Marines).
    - ✓ Driving or walking.
    - ✓ Routine admin duties (copies filing, etc.).
    - ✓ P.T.
    - ✓ Annual training.
    - ✓ Lunch.
    - ✓ Miscellaneous.

Time Management

- Analyze Time:
  - Steps to analyze time:
    1) Keep an accurate record of daily activities in your day planner.
    2) At the end of each day review the schedule and figure out how much time was spent in each activity.
       - **BE HONEST WITH YOURSELF.**

Time Management

- Analyze Time:
  - Steps to analyze time:

    3) Enter the daily total of hours for each activity (productive, supportive, and unproductive time).
    4) At the end of each week, total the hours spent on each activity as well as the total for each category.

Time Management

- Analyze Time:
  - Steps to analyze time:

26.5	÷	44	=	.6045 or 60%
Total hours spent in area for the week.		Total hours worked for the week.		Percentage of time working in a particular area.

Time Management

- Analyze Time:
  - Steps to analyze time:

    5) Do this for at least four weeks. Then review the data.

    - Work toward spending a minimum of …

      ❖ 60% of the working hours in productive activitie

      ❖ 30% of the working hours in supportive activities.

      ❖ 10% of the working hours in non-productive activities.

Time Management

- Analyze Time:
  - Steps to analyze time:
    - Compare your results to these standards.
    - If the objectives were not achieved, chances are too much time was spent on supportive / unproductive activities.
    - YOU MUST MAKE THE MOST OUT OF THE TIME USED FOR SUPPORTIVE OR UNPRODUCTIVE ACTIVITIES.

Take a ten minute break!!!